

TRAINEE/APPRENTICE AGREEMENT

STATE OF MAINE
BUREAU OF HUMAN RESOURCES

DEPARTMENT	BUREAU/DIVISION	CLASS TITLE WITH OPTION
CLASS CODE	NAME OF SUPERVISOR	NAME OF TRAINEE
TRAINEE RANGE AND STEP	DATE OF AGREEMENT	
BEGINNING DATE	EXPECTED ENDING DATE	
SIGNATURE OF SUPERVISOR	SIGNATURE OF TRAINEE	

1. In signing this Agreement, the Supervisor agrees to be responsible for training the above named individual.
2. In signing this Agreement, the Trainee agrees to pursue training diligently, and understands that tenure to State Service is contingent upon completion of the Training Program and the State Examination for this class.
3. The Trainee shall be afforded vacation, sick, leave, and holiday benefits, may subscribe to a state supported Health Insurance Program, and shall contribute to retirement on the same basis as a regular state employee.
4. The Trainee may elect to terminate at any time by providing the Supervisor written notice of intent not later than two weeks prior to the intended departure date.
5. The Trainee may be dismissed for unsatisfactory progress in the training program after the middle of the scheduled training period.
6. The Trainee may be dismissed at any time for unacceptable behavior or work practices not related to training progress.
7. The Trainee is not awarded seniority for the time spent in the Trainee Program until the program is completed and a regular appointment is made.
8. Time spent in the Trainee Program is not to be used toward the probationary period.
9. The Trainee is not allowed promotional rights until a regular appointment is made.
10. The Supervisor shall give two weeks written advanced notice to the Trainee should the program be cancelled.
11. This Agreement is entered into without discrimination of race, color, religion, sex, or National Origin.

☐ Supervisor Copy

☐ Trainee Copy

☐ BHR Copy